

1996

Participants Handbook National Ed.D. Program for Educational Leaders 1996-1007

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Participants Handbook

**National
EdD
Program
for
Educational
Leaders**



1996

1997



NATIONAL EdD PROGRAM FOR EDUCATIONAL LEADERS

PARTICIPANT HANDBOOK RECEIPT FORM

NAME _____

CLUSTER _____ DATE _____

I have read this document and agree to abide by the policies and procedures contained herein.

Signature

Date

NATIONAL THE PRIZE FOR NATIONAL LEADERS

EARL W. BARNETT RECEIPT FORM

NAME _____

DATE _____

I have read this receipt and agree to abide by the terms and conditions
contained herein.

Signature _____

Print Name _____

NOVA SOUTHEASTERN UNIVERSITY

Handbook for Participants in the National EdD Program for Educational Leaders

January 1996

Regulations and requirements, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova Southeastern University administration. Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404/760-4500), to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin.

MISSION STATEMENT

The University

Nova Southeastern University provides educational programs of distinction from prekindergarten through the doctoral level at times and in locations convenient to students, prepares students for leadership roles in business and the professions, encourages research and community service, and fosters an atmosphere of creativity and innovation, utilizing technology where appropriate.

The Fischler Center for the Advancement of Education

The Fischler Center for the Advancement of Education is dedicated to the training and continuing support of teachers, administrators, trainers, and others working in education and related helping professions. These practitioners serve as the bridge between the knowledge base in education and the quality of education experienced by their students. The Center hopes to fulfill its commitment to the advancement of education by serving as a resource for practitioners and by supporting them in their self-development. In accomplishing its mission, the Center offers educational programs designed to meet the needs of the practitioner and makes a special commitment to provide educational programs in those geographic areas in which there are few resources for the training and professional support of practitioners.

Because of its commitment to the working professional, the Center offers alternative delivery systems for education that are adaptable to practitioners' work schedules and locations. The Center programs reflect and anticipate the needs of practitioners to become more effective in their current positions, to fill emerging roles in the education field, and to be ready to accept changing responsibilities within their own organizations. The Center also aids professional educators in achieving personal goals, including certification requirements.

National EdD Program for Educational Leaders

Through a dynamic doctoral program of study, assessment, and action, our mission is to provide practicing education leaders the opportunity for **acquiring knowledge and developing leadership** to foster innovative and effective learning environments.

PREFACE

We have prepared this Handbook for you, the participant in the National EdD Program for Educational Leaders. Its primary purpose is to inform you about policies, procedures, and parameters associated with successful completion of the Program. You should use this document in conjunction with the Program Catalog that was in effect when your cluster began. You will frequently find references here to that Catalog.

We organized the Handbook into sections that closely parallel those in the Catalog. Headings used within each section address specific topics in the section that we felt were particularly important to address. There is a combination of material in these headings: a process, a policy, or advice. In some cases the material restates information in the Catalog, but generally we have tried to supplement and to augment that information. (Thoughts under each heading are numbered just so they can be easily referenced.)

We could not possibly anticipate all your questions. The Handbook does not do everything. Please look to other resources, such as your Cluster Coordinator or Program staff members, for answers to questions we may not have addressed. Our intent is to highlight particular aspects of the Program and to provide specifics where they seemed needed.

You are asked to fill out the Feedback Form and return it to Nova Southeastern University (NSU). It will give us feedback about this edition of the Handbook, and serve as a vehicle for you to tell us what you STILL need to know. We will work to improve this document in ways you suggest.

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ACADEMIC REQUIREMENTS

Graduation Requirements (Is this not a great place to start?)

There are three important dates in the graduation process:

1. Completion of Degree Requirements: This is the date when you complete all requirements, including meeting all financial obligations to NSU.

If you have completed all degree requirements, you will have:

- a. Passed each of the 9 Study Areas;
- b. Passed all 5 Practicum courses;
- c. Passed 2 Summer Institutes;
- d. Met all financial obligations to the University;
- e. Passed the comprehensive examination if you are in a Georgia or South Carolina cluster.

2. Degree Conferral: This is the date that the Board of Trustees legally confers the degree. The Board meets once each month. Names of participants who have completed all degree requirements are presented to the Board of Trustees. The date of degree conferral appears on the final transcript. When your degree is conferred, you can call yourself Doctor.

3. Commencement: This is cap and gown time. Commencement is a University ceremony held in Fort Lauderdale every June. All participants in the Fischler Center for the Advancement of Education who have had degrees conferred are invited to commencement. The Registrar sends information about this event in April of each year. You may participate in the June Commencement if you have met all degree requirements by May 1.

If you want to participate in Commencement, you must plan well. That is, you must have all degree requirements completed by May 1. The Practicum Report is typically the last requirement you will complete. It is imperative that the Report be approved by May 1st if you want to "walk." Therefore, recognize that this document must be perfect--and that perfection takes time. Start early!

Grading System

Follow directions, pay attention, read carefully, think clearly, write well, get help, plan wisely, be timely. If you do these things, you will likely earn Pass grades. When you earn that Pass, you must celebrate!

1. If you receive an Incomplete (I) in a Study Area, you have 6 months (from the date you were notified) to rectify the grade. If the grade does not change from an I to a Pass (P) within 6 months, the grade automatically becomes a No Pass (NP).
2. Once a grade becomes a NP, you must retake the Study Area and pay an additional fee equal to 1/4 of current (term) tuition. You must retake this Study Area within one year of receiving the NP grade.
3. You may retake only two Study Areas. You are dismissed if you do not pass a third Study Area.
4. Senior National Lecturers have 60 days to evaluate your work and submit grades to the Program office. We inform you in writing of your grade about 2 weeks after grades are received from the Senior National Lecturer.
5. You are given a grade of Progress (PR) at the completion of each course in the Practicum component as follows:

9310, Practicum Research I:	Attended PR sessions; Assignments Accepted
9320, Practicum Research II:	Concept Paper Accepted
9330, Practicum I:	Preliminary Investigation Report Approved
9340, Practicum II:	Practicum Proposal Approved
9350, Practicum III:	Practicum Report Approved

6. You earn a grade of Pass upon successful completion of each Summer Institute. Successful completion includes full attendance during the Institute and

acceptance of the Credit Awarding Activity. (This is described in more detail on page 18 in the Handbook.)

7. If you earn an I on your credit-awarding activity, you have 6 months to change the grade to a P.

8. A total of 66 hours is required for graduation. However, most participants earn more than 66 hours because of the variable credit associated with courses in the Practicum component.

9. *See Academic Requirements and Credit sections in the catalog.*

Time Requirements and Program Time Limits

1. The Program is designed to be completed in 3 calendar years.

2. You may take up to 5 years to complete the Program - 5 years from your cluster's start date.

3. Fourth-year and fifth-year fees will be assessed.

4. If you do not complete the Program in 5 years, you may file an appeal to the Program Director.

5. If you change jobs while you are a participant in the Program, you are to notify the Program Director in writing immediately of this job change.

Ethical Conduct

1. The Code of Student Conduct and Academic Responsibility appears in the *Addendum Section*. The University expects its participants to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include Original Work, Referencing the Works of Another, Tendering of Information, Acts Prohibited, and Additional Matters of Ethical Concern.
2. The statements about Original Work and Referencing the Works of Another are repeated.

ORIGINAL WORK: Examinations, projects, papers, practicums, and other assignments must be the original work of the participant. Original work may include the thoughts and words of another. If this is the case, those ideas or words must be indicated by quotation marks or other accepted reference devices and attributed to the rightful source.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another participant, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

REFERENCING THE WORKS OF ANOTHER: All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that proper acknowledgment be given by the writer when the thoughts and words of another author are used. Participants must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their

Program. Participants' work must comport with the adopted citation manual for their particular center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from Center standards (A) (1) or (A) (2) is considered plagiarism at NSU.

3. You should prepare all written work using the guidelines and rules provided in the Publication Manual of the American Psychological Association (APA). This is the style manual approved by the Program. You must purchase the fourth edition of the APA Manual, published in March 1994. You will receive a Form and Style Guide during Practicum Research that is to be used in conjunction with the APA Manual.

4. A number of services exists that "help" participants write papers. Some of these are reasonable in that they teach or provide editorial assistance. Others actually supply papers or information that can become a part of a paper. NSU does not condone this latter service. In fact, this procedure is academically dishonest and is plagiarism. The policies described earlier in this Handbook and in the Catalog discuss the consequences of plagiarism. If a Program participant is identified as submitting an assignment, paper, or literature review that is not his/her original work, he/she will be dismissed from the Program.

ATTENDANCE AND TARDINESS

Attendance

1. Attend all lectures. If you must be absent, follow these make up procedures:
 - a. notify your cluster coordinator and he/she will inform the Program office;
 - b. review the national schedule to determine when and where you can "make up" the session you must miss;
 - c. ask your cluster coordinator to notify the coordinator in the selected location that you will be attending a "make up" session and to secure the needed logistical information on your behalf; and
 - d. prepare for and attend the "make up" session; sign the attendance sheet during the "make up" session.
2. Remember that you will receive a grade of Incomplete if you do not attend all three sessions and complete the assignments and/or tests within the expected timelines set by the Senior National Lecturer for your cluster. Therefore, be sure you attend any necessary "make-up" sessions within 6 months of receiving the Incomplete so that you avoid receiving a grade of No Pass.
3. Also remember that attending a "make up" session can be costly. You may have to incur airline and lodging costs. Where possible, avoid missing any classes, and life will be easier.

Being On Time

1. You should be on time to every NSU session and stay until excused by the Senior National Lecturer or the Cluster Coordinator. Coordinators report incidences of tardiness. Repeated tardiness can result in dismissal from the Program.

2. *See Attendance and Tardiness sections in catalog.*

TUITION AND FEES

Tuition

1. You must register for courses and pay tuition for each term (quarter). The Cluster Coordinator guides you through the process using this schedule:

FALL term: Registration completed and tuition due at the first cluster meeting (Study Area meeting) of the Fall term.

WINTER term: Registration completed and tuition due at the last cluster meeting of the Fall term.

SPRING term: Registration completed and tuition due at the last cluster meeting of the Winter term.

SUMMER term: Registration completed and tuition due at the last cluster meeting of the Spring term.

2. If you choose to pay your tuition in full rather than in four (term) installments, registration fees charged each term are waived for 2 of the 3 terms. (You would save money if you paid your yearly tuition in full.)

3. You may pay your tuition and other fees with a check, money order, Visa, Mastercard, or American Express. *If you are receiving financial aid to pay for your tuition and fees, carefully review the Financial Aid section of the catalog.*

4. If a tuition payment is late, NSU assesses a late payment fee. No services (including attending cluster meetings) are available to you until you pay your tuition and late fees.

5. If your tuition payment is late more than two times, you will be dismissed from the Program.

6. Reentry following termination for nonpayment of tuition and fees must be discussed with the Program Director. There is a fee if reentry is granted.

7. Tuition is subject to change without notice. However, when tuition increases occur, they are typically announced in the Spring. This gives you 2 to 3 months of notice before a tuition payment is required.

Fees

1. Above and beyond what you see in the Catalog, it is likely that you will be expected to participate in contributing to a Cluster Summer Institute gathering. Many clusters have parties. Other clusters decide to go out to dinner one evening. Usually the clusters design tee shirts to wear at the Summer Institute. These are great ideas, but they can cost--a little or a lot. Plan for this expense.

2. Tuition, fees, and other educational expenses you incur while in the Program are likely deductible expenses. Keep careful records. Note mileage to meetings, food and lodging expenses, purchases for books, copying and mailing, telephone and/or e-mail expense, etc. Talk to your accountant or tax advisor to be sure you have established parameters and a system for recording all appropriate expenses while you are in the Program.

3. Fees are subject to change without notice. If you prepare for the possibility of a few added but small expenses, you will adapt to any changes a bit more easily.

4. We try to avoid surprises when it comes to fees. ***Familiarize yourself with the Fees section of the Catalog.*** Notice these fees listed here. All of you will pay some of these during your Program stay. Other fees will impact some participants for various reasons.

Fourth and Fifth Year Fees (this is really tuition during those years)
Textbooks and other educational needs associated with advanced study
Graduation fee, even if you do not participate in commencement
A cap and gown fee if you rent or buy one to participate in commencement

Transcript fees for additional official copies (one is free when you graduate)
Late payment fees (tuition)
Reentry fees (if you withdraw)
A one-time NON-REFUNDABLE materials fee (due with the first tuition payment)
Practicum editing fee when applicable

5. If you (or someone you know) must retake a Study Area because he/she received a No Pass, there is an additional fee (beyond the tuition) of 1/4 of the term tuition rate.

FINANCIAL AID

Financial Aid Reminders

1. If you hope to receive financial aid, you must apply EACH YEAR. The application forms change from year to year, so be sure to complete the correct application.
2. The Financial Aid process takes TIME! You must start early, allowing 6 to 8 weeks for processing. In some cases, it can take 12 weeks! And there are deadlines for applying. Learn and follow them!
3. If you want financial aid for the summer term, a separate summer aid application must be completed.
4. To remain eligible for financial aid once you have become a recipient, you must be making satisfactory progress in the Program.
5. If your loan is not approved when tuition is due, you must make your tuition payment from other resources. You are reimbursed when the initial financial aid is received.

Getting Help

1. ***Review the Financial Aid section in the Catalog.*** Get the financial aid PACKET (not just the application) early and read it carefully.
2. Take advantage of the services available through the Automated Telephone Counseling System.
3. Use the financial aid counselors. Call locally at 452-3380 or toll free at 800-522-3243.

4. Get information from others who have been through the process (participants in other clusters, for example). Ask your coordinator for help if you get stuck.
5. For those of you who are moms and dads of college students, seek their advice!

STUDY AREAS

Scheduling of Study Areas

1. In late Spring, usually by the last meeting before the Summer term, your coordinator will receive a "tentative" schedule from NSU listing all the clusters, the Study Areas being offered, and the cluster meeting dates for the coming academic year. Typically, NSU schedules your meetings on the Saturdays that have been your customary meeting dates. (For example, if your cluster typically met on the 2nd Saturday of the month, NSU would make every effort to continue that schedule.)
2. By the time the Summer Institute comes around, the schedule is finalized. This provides you ample time to resolve any conflicting commitments that could interfere with meeting attendance during the year.

Preparation for Study Area Sessions

1. Study Area materials that you need in order to prepare for the Study Area sessions come to you from NSU. For the Fall term, these materials are mailed to you in early August. For the Winter term, your coordinator will disseminate them at a Fall cluster meeting. For the Spring term, your coordinator will disseminate them at a Winter cluster meeting.
2. When you get your Study Area materials, immediately check to see if they are complete. Then read through the study guide so that you can (a) order the books you need, (b) gather any other required materials, and (c) plan your study and preparation time.
3. Any time you can get involved in a study group (consisting of a subgroup of colleagues in your cluster), we recommend it. (Of course, study groups only work if everyone contributes and comes prepared.) NSU has found, however, that participants who meet together consistently to share ideas, help each other, work through the Study Area material, and talk openly about the concepts they

understand and misunderstand--these clusters tend to have high degrees of success. We do not "require" this process, but we highly recommend it. And it works best when everyone in the group contributes.

4. One more thing: every participant who successfully meets the expectations of the Program can graduate. We do not have a quota system. We would love a 100% completion rate. Therefore, to withhold your expertise, to keep back information you have found relevant, to conceal good ideas, to restrain from teaching others, etc. gets us nowhere as a community of educational leaders out to improve schools. You are a resource; you are an expert. Let the good news roll.

Books

1. The books you need to read as part of the Study Area requirements are listed in the Study Area materials.
2. There are usually three types of reading materials associated with Study Area assignments: (a) required textbooks; (b) supplementary readings; and, (c) reserve shelf books.
3. You must own the required textbook(s). The easiest way to obtain required textbooks is to order through the NSU Bookstore (800-509-2665). They accept various credit cards. There is a small shipping charge, but it is basically a no-hassle way to get what you need in fairly quick order.
4. Supplemental readings are provided to you in your Study Area materials.
5. Several copies of the reserve shelf books are sent to the Cluster Coordinator prior to the first day of the Study Area. These books are shared and circulated among the cluster members between and during cluster meetings. The books become the (temporary) property of the Cluster Library.

PRACTICUM

Overview

1. Put simply, the Practicum is a project that you conduct in your work setting while you are in the Program. It can be thought of as a problem-solving project, an applied research project, or a school improvement project. One purpose of the Practicum is to bring about lasting and positive changes in schools. Another purpose is to practice and develop your leadership skills.

2. More formally, the Practicum is described as follows: The Practicum process is the exploration of an educational issue in a specific setting. It is evidenced by a series of study, assessment, and action products.

Characteristics of the Practicum:

- utilizes collaborative efforts
- addresses a defined and documented problem or opportunity
- displays a degree of risk
- incorporates literature and research
- comports to the rigor of scholarly inquiry
- integrates responsible evaluation methods
- creates a documentable change
- demonstrates doctoral level conceptualization and writing
- provides for leadership growth
- generates knowledge and/or theory from experience
- demonstrates creativity
- serves as a model for others through dissemination

3. Learning to do a Practicum occurs during your first 6 to 12 months in the Program. Your cluster will attend several Saturday sessions of a seminar called Practicum Research. Participation in these sessions and successfully completing the associated assignments will help you acquire the skills needed to develop, implement, evaluate, and report your Practicum.

4. *See Monitoring Practicum Progress section in the Catalog.*

Milestones: How Products Represent Progress

1. When you finish Practicum Research, you truly begin your Practicum project. As part of conducting your project, there are six documents that you must write as you progress through the Practicum component. These documents represent stages of the process and each of these must be approved/accepted before you can move on to the next stage in the process. These documents are:

CONCEPT PAPER (approved by your Practicum Research Instructor)

PRELIMINARY INVESTIGATION PROPOSAL (approved by your Advisor)

PRELIMINARY INVESTIGATION REPORT (approved by your Advisor)

PRACTICUM PROPOSAL (approved by your Committee)

PRACTICUM INTERIM REPORT (approved by your Committee)

PRACTICUM (FINAL) REPORT (approved by your Committee; signed by the Program Director)

2. In theory and in practice, each of these papers builds on the work of the prior submission. One way of viewing the Practicum Report is to think of it as a work in progress that begins with the concept paper and develops over time.

3. It is most important for all of us to remember, however, that these documents are just that--they are the means of describing the work you are doing. And while your Practicum Report must meet the highest standards of content, organization, and scholarly writing, the value of your project will be reflected in the lasting change you effect in your organization.

4. *See Monitoring Practicum Progress section in the Catalog.*

Advisors and Committees

1. The Practicum Faculty is composed of about 60 education professionals located all around the country. They are adjunct faculty members for the Program and also generally hold full-time positions as professors, school administrators, or educational consultants. These faculty members serve as Advisors or Readers on NSU Practicum Committees. When the Director of Practicums assigns you to an Advisor, he/she attempts to match you with an Advisor who has experience and expertise in your area of Practicum interest.
2. When your concept paper is accepted, you are assigned a Practicum Advisor. This person is your teacher/coach throughout the rest of the Practicum process. Some time later, when your Advisor accepts your Preliminary Investigation Report, he/she will send it to NSU. At that point, a Reader is added to your Practicum Committee. You will receive a notice naming your Reader, complete with address and telephone information. From that time on, you send Practicum documents (proposal, interim report, final report, and all revisions) to both Committee members. The Advisor and the Reader review your submission and the Reader provides feedback to the Advisor. The Advisor then communicates with you about your work. This process is followed for all the subsequent Practicum documents you prepare. You send a copy to each committee member, and you receive feedback ONLY through your Advisor.

The Program Editor

1. There is one additional source of feedback built into this process--the Program Editor enters the picture at Interim Report time. (Either your Advisor will send a copy of your Interim Report to the Editor, or your Advisor will instruct you to do so.) The Editor reviews your Interim Report and sends feedback directly to you and to your Advisor.

2. The Editor's role is to provide writing, format, and style assistance. Since the Interim Report represents a major portion of the eventual Practicum Report, you are expected to incorporate the editing corrections indicated in the Interim Report into the (final) Practicum Report.

About Your Writing

1. Many Program participants have not done much scholarly writing since earning the master's degree. You might find yourself in this category and be challenged by this type of writing. Remember that the Practicum component should be viewed as developmental process. You will be expected to continually improve your skills and to meet Program standards, but Advisors recognize that you will need assistance along the way.
2. We encourage you, regardless of your writing ability, to ask a colleague, (preferable someone with writing talent or schooled in English), to read your work prior to submission. It is an excellent way to get immediate feedback and often saves time in the long run. While there are no short cuts to quality writing, getting needed support at the start can help. In some cases, participants seek writing assistance in the form of classes or coaching.
3. At the 1995 Summer Institute, writing workshops were held during the week. The presenter actually critiqued the written work of those attending and coached them about needed skills. The workshops were so popular that NSU is making this service available to any participant requesting help. Let us know if you believe you need this service. Talk to your Practicum Research Instructor or your Advisor for more information.
4. The form and style manual adopted by the Program (mentioned earlier in the heading titled "Ethical Conduct") is the Publication Manual of the American Psychological Association (APA), 4th edition. These are the required writing rules for Practicum documents. Most Senior National Lecturers in the Study Areas also require that you use APA rules when preparing your assignments and/or final papers.

5. The Program supplements the APA manual with a Form and Style Guide. This is distributed during Practicum Research. It provides additional information about writing and format requirements. You need to keep both these references close by when you are preparing Study Area assignments and Practicum work.

THE SUMMER INSTITUTE

Considerations

1. Summer Institutes are week-long conferences with the agenda built around a timely theme. The 1995 Institute (Technology and Change in Education) was held in Washington, DC. The 1994 Institute (Research: A Pathway to Examining Vital Issues in Education Today) was held in Fort Lauderdale, Florida.
2. In 1996, for the first time, the Institute will go international. Join us in Uppsala, Sweden (University of Uppsala) from July 21 through July 27. The 1997 Institute will be in Fort Lauderdale, Florida.
3. Since anyone can remember, Institutes have begun on Sunday afternoon and ended with a Saturday night banquet--typically during the last week in July. The Institutes are wonderful--and they are intense and jam-packed. Aside from evenings and a cultural activities day, you will be busy attending all types of sessions.
4. There is no attendance fee for the Summer Institutes, but you must be currently enrolled (summer term tuition) and must plan for travel, lodging, and other associated expenses.
5. Many participants bring along their families to the Institute and Sweden will offer an unparalleled opportunity to combine the Institute with a European vacation!
6. To earn credit (Pass) for the Institutes, you must attend all sessions and receive acceptance of the credit awarding activity. While this assignment takes various forms, it is generally a piece of writing that reflects your views on some aspect of the Institute theme. The credit awarding activity is described to you at the Institute and due approximately 8 weeks following the event.

Comments from Participants

Below are comments taken from the feedback forms completed by participants who attended the 1995 Summer Institute:

I thoroughly appreciated NSU's commitment to technology. It enhanced the Institute and gave me a valuable tool to use. The comptech lab was an excellent asset!

First-year participant, Miami

The international clusters were great...thanks for having the concurrent sessions and the on-hands technology opportunity!

Second-year participant, Macon

I loved the format of the Institute. The concurrent sessions were outstanding.

Second-year participant, Chesapeake

My first Institute experience was full of great learning.

First-year participant, Potomac

I particularly enjoyed the concurrent sessions because of the opportunity to learn... more about projects in various school systems. I also like the opportunity to meet and talk with professors in a non-class setting...gives a sense of quality and an idea of what this is all about....

First-year participant, Boston

WITHDRAWAL, REENTRY AND DISMISSAL

Withdrawing from the Program

1. First, we hope that your Program progress and circumstances surrounding your personal and professional life will enable you to maintain continuous enrollment leading to graduation. This is the case for the large majority of participants in the Program.
2. When circumstances necessitate your withdrawal from the Program, be sure you familiarize yourself with the procedures and the consequences.
3. *See Withdrawal and Reentry section in the catalog.*

Reentry Considerations

1. Reentry following withdrawal is not automatic. If you withdraw and wish to reenter the Program, you must submit your request in writing. A committee of Program personnel makes a decision on a case-by-case basis, carefully reviewing your reasons for the withdrawal and prognosis for Program completion.
2. If reentry is granted, you must consider that travel to attend Study Areas may be required. This could occur, for example, if no cluster is currently operating in your geographic location.
3. If you have withdrawn and then reenter the Program, you must also recognize that any Practicum activity you might have conducted while you were withdrawn cannot be considered as part of the required implementation time. In fact, if you withdraw for over a year, it is quite likely that you would need to select a new Practicum project.
4. When you reenter the Program, you are subject to a reentry fee and the currently existing tuition rates.

Dismissal

1. The Program reserves the right to dismiss participants at any time if it becomes obvious that they are unable to satisfy the Program's intellectual requirements.
2. If participants consistently have problems meeting Program timelines, or if their academic behavior is reprehensible (e.g., cheating, plagiarizing, misrepresenting oneself), the Program may have to initiate the dismissal process.
3. Failure to fulfill your Program financial responsibilities will result in dismissal
4. *See Dismissal section in the catalog.*

MONITORING PROGRAM PROGRESS

Program Progress

1. NSU keeps your cluster coordinator informed of your progress in the Program. If you are having difficulty completing Study Areas (receiving a grade of Pass) or work associated with the Practicum, you should talk frankly with your coordinator.
2. Feel free to contact any Senior National Lecturer, your Practicum Research Instructor, or your Practicum Advisor to discuss difficulties and challenges. If you find this uncomfortable or repeated efforts to talk are unsuccessful, ask your Cluster Coordinator to intervene on your behalf.
3. *See Monitoring Program Progress section in the Catalog.*

Staffing to Resolve Practicum Problems

1. If, after repeated attempts to move forward in the Practicum process, you and your advisor believe that you are at an impasse, you may request that a staffing be held. Follow this procedure:
 - a. Submit your staffing request in writing to the Program Director;
 - b. Delineate the circumstances of the situation or reasons for the impasse;
 - c. Copy (cc) your letter to your advisor and to your other Practicum committee members, if any.
2. Faculty in the Program Office will review your case. You and your advisor will be notified of the staffing outcome within 3 weeks of receipt of your letter.

APPEALS and GRIEVANCES

Appeal Process

1. When you have questions about Program procedures, decisions, or judgments, you can discuss your concerns with Program personnel. If resolution is not found, you may follow the appeal process as a more formal avenue of redress.
2. The steps in the appeal process are as follows:
 - a. If a problem is not resolved through discussion with Program personnel, you must put your appeal in writing to the Program Director.
 - b. Appeal documents must include your name, address, and telephone number(s); a statement of the policy concerned and the specific exception being sought; a clear and detailed statement of the reasons for the requested exception from the policy; and a summary of any discussion(s) held with staff or faculty with respect to the request.
 - c. The appeal must be submitted within 30 days of the event/situation that precipitated it. Members of the Program Appeals Panel will meet within 2 weeks to discuss the appeal and recommend their decision to the Program Director. You will be notified of the outcome (using certified mail) within 10 days of the Appeals Panel meeting.
 - d. The Appeals Panel meets as necessary and considers each appeal on its individual merits, taking account of precedent, equity, and prevailing circumstances. Panel members are drawn from these groups: Program graduates, the Program Executive Committee, and staff members from the Fischler Center for the Advancement of Education who are not associated with the EdD Leaders Program.

e. When dissatisfied with the results of the appeal process, you may file a grievance with the Assistant Dean of Student Services, Fischler Center for the Advancement of Education.

Grievance Procedure

1. If you decide to enter the Grievance Process after exhausting all other avenues for resolving differences, discuss the process with the Assistant Dean of Student Services.
2. The purpose of the Grievance Procedure is to promote the orderly resolution of problems arising out of participant complaints concerning policies, procedures, or administrative actions of NSU. As discussed in the above section, participants and faculty are encouraged to resolve disputes informally prior to instituting formal grievances.
3. Any participant who has a grievance concerning administrative action or a member of the faculty or staff shall file such a grievance in writing with the Assistant Dean of Student Services. The written grievance will contain a short and concise statement of all relevant facts and the relief sought on forms available from the Student Services Office.
4. Upon receipt of a written grievance, the Assistant Dean of Student Services shall request proof supporting the grievance and request a reply/response with supporting evidence from the party the complaint is against. An administrative review panel will review the grievance and evidence to determine whether the grievance presents a complaint upon which action should be taken. If the grievance is found to have no basis, to be insubstantial, or wholly a question of academic discretion, the grievance shall be dismissed without further action. The participant will be advised in writing as to whether the grievance was dismissed or whether additional action will be taken.
5. If the administrative review panel decides that further inquiry should be made, then the Assistant Dean of Student Services may invoke one of the following procedures:

a. Informal Resolution Process: The Assistant Dean of Student Services may meet informally with all parties and try to resolve the issues raised.

b. Formal Resolution Procedure: If the Assistant Dean of Student Services is unable to resolve the issue informally, then a grievance committee will be convened to make a final determination of the issue.

6. The grievance committee shall consist of three members. Two members shall be taken from a Center alumni list and will be chosen by rotation sequence and availability from a resource panel of alumni who have consented to serve as impartial arbitrators. The third member will be a faculty member or Center administrator of NSU. The third member will have no immediate knowledge of the facts of the dispute.

7. The parties will attend the grievance hearing before the panel, at which time both parties shall submit their evidence and arguments concerning the matter. The parties shall be notified of the time, date, and place of the hearing. All hearings shall be conducted on the main campus during normal working hours. There will be no meeting of the committee unless an active appeal has been filed in accordance with this procedure. The grievance committee hearing shall be subject to the following procedures:

a. The committee shall have no right to modify, add to, or subtract from this grievance procedure.

b. A majority vote of the committee shall be determinative.

c. The committee may not substitute its judgment for the qualitative academic decision of the faculty member rendering the grade or assessing the student's work. The committee may recommend only to uphold or reverse the Center's decision. In the event the committee reverses the Center's decision, the Program Director shall fashion a remedy consistent with sound academic principles, which shall be final. The committee may not address sanctions, which are wholly within the Program Director's discretion.

d. The committee shall render its decision in writing on forms provided.

e. The committee shall be obliged to render a decision within 14 calendar days following the close of the hearing.

8. The decision of the committee shall be final and binding. Any participant filing a grievance shall be notified of the committee decision by certified mail to their last official address. Any suit filed to challenge a procedure or determination under these proceedings shall be filed in a court of competent jurisdiction in Broward County, Florida, and the laws of the state of Florida shall apply.

9. *See Addendum Section of the Handbook.*

TECHNOLOGY

Your UNIX Account

1. Apply for a UNIX account with the University. This will allow you to connect to "FCAE" for electronic communications and information resource access. There is no charge for your account.
2. You can access NSU's FCAE computer during these hours:
Daily: Monday through Thursday: 7:00 PM - 6:00 AM
Weekends: Friday, 7:00 PM - Monday, 6:00 AM
3. Post this phone number on your computer: 1-800-986-3223, extension 7216. Call it when you are using FCAE and have trouble, but be sure you've read carefully and tried hard before you call the HELP desk. An alternate HELP desk number is 1-800-541-NOVA, then choose the "Academic Computer User Support" option.

Please contact the ACAST helpdesk only when the FCAE helpdesk is not available.

4. To access FCAE toll free*, use this number when dialing on your computer: 950-1288. (If you are in a hotel, you usually need to precede this number with a 9, - that's 9 followed with a comma.) This phone number provides access to the NSU computer and there is no charge to you. Remember, however, that your home telephone will be busy to any callers if you are "on line" unless you have more than one phone line into your home. An alternate number is 1-800-328-2427.

* If you are a Canadian participant, dial 1-800-341-6591 to connect to the Information Access Service (IAS). This will get you connected to FCAE.

Tips for Learning to Use FCAE

1. Contact your Cluster Comptech Coach for help.
2. Practice using the laptop computer available to your cluster.
3. Attend technology sessions at Summer Institutes. Read the manuals and other material provided by the Program and by NSU.
4. Identify services in your school district or geographic area that you can access to improve your skills.
5. Use the computer daily. Check your e-mail routinely. Practice regularly.
6. Get and read manuals written by NSU folks: Accessing Alpha/FCAE, Surfing the Internet: The Textbook of the Future, etc.

ADDENDUM

LEARNING RESOURCES

Library Resources

The University library system has more than 500,000 volume equivalents.

The Albert and Birdie Einstein Library, located in the Parker Building, houses the University's major collection of books and journals in the humanities and sciences. Its more than 162,000 volume equivalents can be searched through the library's online catalog. Also, specialized indexes in CD-ROM format are available, as is dial-up access to the online catalog and to First Search.

The Einstein Library is equipped to perform online literature searches using DIALOG information databases. Reference librarians will assist students in structuring searches.

The library is a member of SEFLIN and FLIN, cooperative library networks that speed access to materials from other institutions throughout Florida. The Einstein Library has also been named a cooperating library of the Foundation Center in New York, giving students access to a special collection for grants and foundation research.

Through the Distance Library Services Office (DLS), students off campus have access to books, journal articles, Educational Resources Information Center (ERIC) documents, interlibrary loans, database searches, and reference librarians specializing in research services to remote student locations. Students may call the DLS to request materials 24 hours a day, using mail, FAX, or home computer. To contact, DLS by phone, call (800) 541-6682 (automated attendant—enter number for "General Student Services" and follow the menu) or (954) 475-7388. Email: library@alpha.acast.nova.edu

The Health Professions Division Library is located at the North Miami Beach Campus in the Student Activities Building. It contains card and computerized catalogs of holdings, more than 11,000 book titles, 783 active journals, and more than 800 audio and video tapes. The library is a member of DOCLINE, which is the National Library of Medicine's online, interlibrary loan service, coordinating with medical libraries in the United States. Full membership in the

Miami Health Sciences Library Consortium permits free exchange of materials among local medical libraries for all patrons. Membership in the Association of Visual Sciences Librarians includes a cooperative lending relationship, so patrons have free access to nearly all vision-related resources. Also, a Learning Resources Laboratory, based in the College of Pharmacy Building, is available for student use evenings and Saturdays.

The Law Library of the Shepard Broad Law Center, with a collection numbering more than 261,000 volumes and volume equivalents, contains the standard materials required for legal study and research. It is one of the few collections in the country designated as a depository for United Nations documents. It is also designated as a depository for state and federal documents.

The William Springer Richardson Library, at the Oceanographic Center, houses a specialized collection of books and periodicals in physical, biological, geological, and chemical oceanography.

The University School Media Center maintains an integrated collection of print and nonprint materials designed to provide curriculum enrichment resources for students from preschool through high school.

Center for Media and Technology

Consisting of a TV studio equipped to video record in color, a well-equipped audio studio, and a graphics room, the center provides media production services for students and faculty. The video recording facilities of the studio are used regularly as a means of enriching student learning.

Student Access to Telecommunications

The Graduate Programs at FCAE encourage its field-based faculty, staff, and students to avail themselves of the University's resources and to communicate with one another via telecommunications using the Computer Center's UNIX system on the NSU computer. Students receive this access through their tuition; no additional fees are charged. This system will enable users to communicate with others in their program through e-mail, request university electronic library services, participate in electronic classroom course experiences (when scheduled), and discuss issues in computer conferences. Through various external electronic networks, users will also gain access to

practitioners, bulletin boards, library catalogs; full-text material, and data bases throughout the country and the world.

Interested persons need an MS-DOS-compatible or MAC* computer, terminal emulation software (VT100), and a 2400 based or faster modem for connection to NSU over their local telephone line. (In some rural locations a toll call may be necessary to the nearest node.) To be assigned an account on the UNIX System, interested persons need to complete a **Request for UNIX Accounts** form, which is available from the office of your program office. After the form is processed by your program The Fischler Center's Office of Technology will provide you with an account. You will be sent a letter with your usercode and password.

For information about the system's capabilities, or the answers to technical questions, call the FCAE Helpdesk at (954) 475-7216, or (800) 986-3223, Ext. 7216 (follow the automated attendant menu) or call the NSU general tele-communications Helpdesk at (800) 541-6682 (automated attendant choose "General Studies Services", then choose the "Academic Computing User Support" option). Your call will be transferred to the HELPDESK and the staff member on duty.

*(limited MAC support available from NSU)

Computing Facilities

The University's Computing Facility provides data processing facilities and services for meeting the instructional, research, and administrative needs of the University. The central site is located on the main campus in the Mailman-Hollywood Building.

Access to the facility is through terminals and other computer systems located both on the main campus and at the Port Everglades site. Time-sharing services are available through the local telephone system. This facility is available to qualified students and faculty for research and for the computer-oriented course work.

Textbooks

The bookstore (Nova Books) is located on the main campus in the Rosenthal Student Center and carries all the required books for courses at Nova Southeastern University. Students located throughout the United States and Canada can order their texts via telephone (800) 509-2665 • (954) 476-4750, or FAX (954) 476-4759

Email: novabook@alpha.acast.nova.edu.

POLICIES GOVERNING PARTICIPANT RELATIONS

General

Nova Southeastern University has established specific policies, procedures, and guidelines defining its relationship with its participants.

Institutional and Academic Information

NSU and its composite academic units periodically publish bulletins or catalogs describing the University and its academic programs. These bulletins are available to enrolled and prospective participants through the various admissions offices associated with the academic units or from the Office of the University Registrar. Each academic unit, group of units, and/or the University Registrar maintains at least one full-time employee to assist all participants in obtaining information.

Nondiscrimination

Nova Southeastern University fully subscribes to and practices a policy of nondiscrimination in admissions and enrollment. No applicant or enrolled participant shall be discriminated against because of race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin. The University registrar is designated as the policy coordinator to assure compliance with all federal, state, and local laws and regulations relative to nondiscrimination.

PARTICIPANT RIGHTS AND RESPONSIBILITIES

The Code of Participant Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of academic integrity by setting forth the responsibilities of participants as members of the University community. Abiding by the code ensures a climate wherein all members of the University community can exercise their rights of membership.

Nova Southeastern University Statement of Academic Rights and Responsibilities

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to assure all participants an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- . The rights of personal and intellectual freedom, which are fundamental to the idea of a university. While participants will be guided by faculty in their educational experiences, they are free to examine all pertinent data, to question assumptions, to be guided by the evidence of scholarly research, and to formulate their own opinions.

- . A scrupulous respect for the equal rights and dignity of others; and
- . Dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Participants are responsible for obtaining, learning, and observing the established University and center policies as listed in all official publications. In addition, participants must comply with the legal and ethical standards of the institution as well as those of Broward County and the State of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

A. Academic Standards

The University expects its participants to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

- 1. Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the participant. Original work may include the thoughts and words of another

author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another participant, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

2. Referencing the Works of Another Author. All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another author are used. Participants must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Participants' work must comport with the adopted citation manual for their particular center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards A (1) or A (2) is considered plagiarism at Nova Southeastern University.

3. Tendering of Information. All academic work must be the original work of the participant. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

4. Acts Prohibited. Participants should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals.

Violations of academic responsibility include, but are not limited to:

- a. Plagiarism;
- b. Any form of cheating;
- c. Conspiracy to commit academic dishonesty;

- d. Misrepresentation;
- e. Bribery in an attempt to gain an academic advantage;
- f. Forging or altering documents or credentials; and
- g. Knowingly furnishing false information to the institution.

5. Additional Matters of Ethical Concern. Where circumstances are such as to place participants in positions of power over University personnel, inside or outside the institution, participants should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

B. Conduct Standards

1. Participants should not interfere with the rights, safety, or health of members of the University community or interfere with other participants' right to learn. Participants are expected to abide by all University, center, and program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to:

- a. Theft;
- b. Vandalism;
- c. Disruptive behavior;
- d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items;
- e. Possession, transfer, sale, or use of illicit drugs;
- f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals;
- g. Violations of housing regulations;
- h. Any act or conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group;
- i. Threats of or actual damage to property or physical harm to others;
- j. Any activity that may be construed as hazing. "Hazing" is defined as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a participant for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university; and
- k. Failure to pay tuition and fees in a timely manner.

2. Participants must have authorization from the University to have access to University documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Participants are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The University and each center or program may prescribe additional standards for participant conduct as would comport with the letter and spirit of this code.

D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a participant to enforce the Code of Participant Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend participants pending a hearing on charges of academic conduct or supplemental standard violations. Any participant found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

Participant Code of Computer Ethics

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance academic experience. The University's computer systems are vital to its programs of instruction, research, and administration. Nova Southeastern University's computer systems refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, computer systems refer to systems ranging from multiuser time-sharing systems to single-user terminals and personal computers, whether free standing or connected to a network.

Ethical conduct by participants in the use of this technology is the same as in all other areas of University life, and it is of equal importance. All participants are expected to abide by the Nova Southeastern University Code of Participant Conduct and Academic Responsibility. Participants, as part of their academic

preparation toward specific professional career goals, must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, participant technology users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other users' rights to privacy.

The participant user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Participant users of Nova Southeastern University's computer systems are subject to all applicable federal, state, and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida statutes may be examined online or in a participant's academic program office.

In addition, a participant accessing any of Nova Southeastern University's computer systems, whether a multiuser time-sharing system or a single-user terminal or personal computer, must:

- Have proper authorization for use or attempted use of accounts within the Nova Southeastern University computer systems
- Limit the use of Nova Southeastern University computer systems to academic activities as defined by the participant's academic program office
- Refrain from attempting to tamper with or obstruct the operation of Nova Southeastern University's computer systems
- Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical
- Refrain from any attempt to use Nova Southeastern University's computer systems as a means for the unauthorized access to computer systems outside the University's systems
- Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files, is illegal and unethical
- Be aware that using Nova Southeastern University's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate University policy, procedures, and agents
- Use only legally obtained or licensed data or software in accordance with its license or purchase agreement
- Be in compliance with federal copyright laws and the Nova Southeastern University copyright code.

As with all matters of law and ethics, ignorance of the rules does not excuse violations. Inappropriate conduct and violations will be dealt with under the guidelines of the Nova Southeastern University Code of Participant Conduct and Academic Responsibility as defined and determined by the Office of the Academic Vice-President and the Office of the Dean of a participant's academic program.

Drug-Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), Nova Southeastern University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs* and the abuse of alcohol are prohibited in and on Nova Southeastern University owned or controlled property and as a part of any of its activities. No Nova Southeastern University employee or participant is to report to work or school while under the influence of illicit drugs or alcohol.

There are serious health risks associated with the abuse of drugs and alcohol (see following "Controlled Substances—Uses and Effects"). If you, a fellow participant, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

On Campus:

Nova Southeastern University Wellness Center (954) 452-6401

Nova University Community Mental Health

Davie (954) 475-7070

Lauderdale Lakes (954) 486-3663

Coral Springs (954) 753-7020

*The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician.

Community:

Florida Department of Education
Educational Prevention Center
Knott Building
Tallahassee, Florida 32399
(904) 488-6304

Department of Health and Rehabilitative Services
Alcohol and Drug Abuse Program
1317 Winewood Boulevard
Tallahassee, Florida 32399
(904) 488-0900

When you use or deal in drugs, you also risk incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs.

In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment.

Under §893.13, Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or possess with intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13 (1) (e), Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under §316.1936, Florida Statutes, it is unlawful for any person to possess an open container of alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under §316.193, Florida Statutes, a person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. First conviction on such a DUI charge shall result in a fine not less than \$250 or more than \$500 and imprisonment not more than six months. A second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months' imprisonment. Third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Nova Southeastern University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. In order to comply with federal law, Nova Southeastern University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the work place. Any criminal drug convictions in the work place must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

Any Nova Southeastern University employee or participant determined to have violated this policy shall be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug use disorder, which may include mandatory completion of a drug/alcohol abuse rehabilitation program, expulsion, and/or termination.

All Nova Southeastern University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova Southeastern University participants will, as a condition of their enrollment, abide by the terms of this policy.

See following Drug Charts.

Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg ¹ or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture		
II	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.	10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
			1-10 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	FENTANYL	400 gm or more mixture		
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture		

Drug	Quantity	First Offense	Second Offense
Others ²	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.

Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

² Does not include marijuana, hashish, or hash oil.

Federal Trafficking Penalties – Marijuana

Quantity	Description	First Offense	Second Offense
More than 1,000 kg or more than 1,000 kg or more than 1,000 kg	Marijuana Mixture containing detectable quantity	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
More than 1,000 kg; 100-999 gm mixture	Marijuana Mixture containing detectable quantity	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
More than 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
More than 100 kg	Hashish		
More than 100 kg	Hashish Oil		
More than 100 plants	Marijuana		
More than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
More than 10 kg	Hashish		
More than 1 kg	Hashish Oil		

Controlled Substances – Uses & Effects

DRUGS' CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE		TOLERANCE	DURATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME	
			Physical	Psychological							
NARCOTICS											
Opium	II III V	Dover's Powder, Paregoric, Parapetolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected			
Codeine	II III V	Tylenol w/Codn, Robitussin AC, Empirin w/Codn, Fiorinal w/Codn	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected			
Other Narcotics	I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin ²	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
DEPRESSANTS											
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II III IV	Amytal, Nembutal, Fiorinal, Lotusate, Tuinal, Seconal, Butisol, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod.	High-Mod.	Yes	1-16	Oral			
Benzodiazepines	IV	Ativan, Dalmane, Librium, Restoril, Diazepam, Xanax, Serax, Valium, Tranxene, Versed, Verstran, Halcion, Paxipam	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
STIMULANTS											
Cocaine ¹	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobase, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV	Adipex, Cyferl, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			
HALLUCINOGENS											
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal symptoms not reported
Mescaline and Peyote	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
CANNABIS											
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and decreased appetite occasionally reported
Tetrahydrocannabinol	I II	THC, Marinol	Cancer chemotherapy antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

¹ Designated a narcotic under the CSA

² Not designated a narcotic under the CSA

Smoking and Nonsmoking

Smoking is prohibited in any Nova Southeastern University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers.

This policy does not apply to living quarters (dormitories) which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

Alcohol and Other Drugs

Nova Southeastern University, as an institution of higher education, is dedicated to the well-being of all members of the University community--participants, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and federal laws.

1. While on campus or engaged in any University-related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.
2. Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.
3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the

individual member of the University community who has a substance abuse problem lead a productive work and/or academic life free of substance abuse.

4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

Substance Abuse Awareness, Education, and Prevention

Nova Southeastern University's activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- . To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences
- . To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances
- . To support those who choose not to drink alcohol or to use other drugs
- . To teach those who choose to drink alcohol to do so responsibly
- . To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

1. Alcohol and Drug Resource Center. The Resource Center is directed by an existing staff member. Additional staff consists of participant employees, practicum participants, and/or participant volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.

2. Advisory Committee. This is a group of administrators, faculty, and participant leaders who are appointed by the vice-president for academic affairs to serve as advisors and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.

3. Alcohol and Drug Awareness Activities. Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all participants, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.

4. Student Organizations. The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Participants) and SADD (Students Against Drunk Driving).

5. Alcohol and Drug Workshops. Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties that involve drinking.

6. Academic Courses. Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend participants to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses is consistent with University policies.

7. Orientation. Academic centers include information on drugs and alcohol in the orientation sessions and materials for new participants. The orientation provides a general orientation to the problems of substance abuse and includes a statement of the University's policy on drugs and alcohol. The information is

presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

Communicable Diseases Policy Guidelines

It is the intent of the University to protect participants and employees from exposure to communicable diseases that pose reasonable risk of harm to members of the University community. It is also the intent of the University to protect the rights of those infected with a communicable disease pursuant to the Sick Leave Policy of the University. Employees and participants of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the Sick Leave Policy and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

Guidelines

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full time or part time, including adjuncts and off-site coordinators, but shall not include the following persons:

- a. Members of the Board of Trustees
- b. Guest lecturers
- c. Vendors

The term "participant" shall include all persons enrolled at the University, either part time or full time, from preschool through graduate studies.

The term "infected person" shall include participants and employees who have been medically diagnosed as infected with a communicable disease.

In the event that any employee, administrator, or participant has a concern about the potential for the spread of a communicable disease within the University community, those concerns should be brought to the assistant director of human

resources for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the University community by an infected person, the assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward County Health Department for recommendations of appropriate action consistent with state law.

The University will make available to its employees and participants information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study so long as he or she is able to continue to perform regular responsibilities satisfactorily and so long as the best available medical evidence indicates that his or her continued status does not present a health or safety threat to self or others. Infected employees with diseases that threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.

3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Participants shall submit their statement to their program dean.

4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.

5. No infected person (employee or participant) may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrate that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.

6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Participant disciplinary measures shall range from counseling to expulsion.

7. As with any medical condition, employees must not disclose information regarding another employee or participant to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

Policy on Sexual Harassment

It is the intent of Nova Southeastern University to protect all employees and participants from sexual harassment. Sexual harassment is a violation of Title VII. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and participants. In accordance with Equal Employment Opportunity Commission-promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if:

(a) Explicit or implicit submission to sexual overtones is made a term or condition of employment.

(b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.

(c) An individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.

A. At Nova Southeastern University, sexual harassment of or by employees includes:

1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.

2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or

stated promise of preferential treatment or negative consequence concerning one's employment status.

3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy; telling jokes that are clearly unwanted and considered offensive by others; or other tasteless, sexually-oriented comments or innuendoes or actions that offend others.

4. Engaging in any type of sexually-oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.

5. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, or physical contacts or attentions.

Nova Southeastern University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such manner and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, noncoercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Human Resources Department and should be reported promptly to the director of human resources.

B. At Nova Southeastern University, sexual harassment by employees of participants is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;

2. Submission to or rejection of such conduct affects academic decisions; or

3. Such conduct has the purpose or effect of unreasonably interfering with a participant's academic performance or creating an intimidating, hostile, or offensive academic environment;

4. There is unwelcome patting, pinching, or touching;

5. There are offensive or demeaning sexual remarks, jokes, or gestures.

Participants aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a participant are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a participant then enrolled in the faculty member's class (including supervised participant activities for which academic credit is given) may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism that can impair the academic experience of all participants in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a participant then enrolled in the faculty member's class.

Privacy of Records

Nova Southeastern University maintains a system of records that includes application forms, letters of recommendation, admission test scores, and transcripts of participants' previous academic records and performance while in residence. These records are available for review by present and former participants upon written request to the registrar's office. However, the registrar will not release transcripts of participants' academic records until all their accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the participant or if required by law, except for the

following information, which may be released as directory information: a) participant's name; b) dates of attendance; c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any participant or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing prior to September 1 of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova Southeastern University. There is no prohibition from disclosing such information to the parents of participants who are listed on their parents' federal income tax forms.

Parents or eligible participants will be provided a hearing by the University if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible participants may add explanatory or rebuttal matter to the record.

If the participants or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the participants or parents may file a complaint with the U.S. Department of Education.

Reservation of Power

Nova Southeastern reserves the right to amend, modify, add to, or delete its rules, policies, and procedures affecting its institutional relationship with participants as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the University and the participant. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

FEEDBACK FORM

We would like your reaction to and suggestions about this Handbook. After you have perused this document, along with the Program Catalog, we would be grateful if you would complete (both sides) and mail this Feedback Form to:

Nova Southeastern University
National Ed.D. Program for Educational Leaders
3301 College Avenue
Fort Lauderdale, FL 33314-9987

Please circle the response that best represents your opinion. Add any comments in the space provided.

1. The Handbook will be a valuable resource to me as I progress through the Program.

Definitely		Probably		Not Likely
5	4	3	2	1

Comments:

2. There is appropriate overlap between the Handbook and the Catalog.

The overlap is needed		OK		Way too much overlap
5	4	3	2	1

Comments:

3. There were no inconsistencies within or between the documents.

No inconsistencies		There were some		I saw a lot
5	4	3	2	1

Comments:

Help us improve the Handbook by responding to these questions.

4. What additional content should be addressed in the Handbook?

5. How can the Handbook (format, style, etc.) be improved to better serve your needs?

OTHER COMMENTS:
